



**U. S. PRETRIAL SERVICES AGENCY  
EASTERN DISTRICT OF CALIFORNIA  
POSITION VACANCY ANNOUNCEMENT**

**(WITHIN FEDERAL SYSTEM RECRUITMENT)  
Vacancy Announcement #12-05**

**Position:** U. S. PRETRIAL SERVICES OFFICER (permanent/full-time)

**Location:** U. S. Pretrial Services Agency  
Sacramento, CA

**Salary Range:** CL 28 (\$58,903 - \$95,783) Table 70  
(Starting salary dependant upon experience and current salary)

**OPENS:** April 30, 2012

**CLOSES:** May 14, 2012

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The United States Pretrial Services Office in the Eastern District of California is recruiting for a U.S. Pretrial Services Officer position in Sacramento, California for current federal pretrial services officers/probation officers who wish to transfer.

The Pretrial Services Officer investigates defendants and makes recommendations on the amount of bail and the conditions to be met by the defendant and insures public safety through the monitoring and supervision of defendants placed under supervision by the court. Frequent travel within the Eastern District of California is required. The Eastern District of California includes 34 counties in the Central Valley from the Oregon border to Bakersfield. District Headquarters is located in Sacramento, and a divisional office is located in Fresno.

The person selected for this position will have contact with confidential material which is protected under the Pretrial Services confidentiality regulations, issued under Title 18 U. S. C., Section 3153(a)(1) and (2). Disclosure of any confidential information to the outside public is prohibited.

**PRIMARY DUTIES:** The incumbent performs a full range of duties and responsibilities including but not limited to the following:

Gathers and verifies background information concerning persons charged with federal criminal offenses when they are arrested or summoned to the court. Information is gathered through interviews with the defendant, arresting authorities, U.S. Attorney's Office, family and community members. Uses law enforcement automated criminal records systems to obtain and verify information. Performs drug testing and substance abuse assessments.

Evaluates information and prepares a report to the magistrate judge prior to the initial hearing with an assessment of flight risk and danger to the community. A recommendation regarding bail and/or release or detention of the defendant is included in the report. In formulating a recommendation, considers prior convictions, ability of the defendant to post bond, community ties, possibility of substance abuse, and the risk of flight as well as the degree of danger to the community; develops a supervision plan and prepares case reviews and conducts risk assessments on defendants being interviewed.

Supervises defendants being released by the Court. Makes regular telephone contacts, home visits, and community contacts as required by the conditions of release. Prepares reports and makes recommendations regarding all apparent violations of pretrial release conditions or arrests of persons released to the custody of or under the supervision of the Pretrial Services Agency. Assists persons released on bail in securing any necessary employment, medical, legal or social services and, is responsible for case records as required by the Court, the Administrative Office of the U. S. Courts, and the chief pretrial services officer.

Performs all other related duties as assigned.

**QUALIFICATIONS:** To qualify for the position of U.S. Pretrial Services Officer, the incumbent must be a current Federal Pretrial Services Officer or Federal Probation Officer in good standing. The applicant must be a college graduate with a degree in social science or in a field appropriate to the subject matter of the position. Two years specialized experience is required to compete for entry level CL 28. Specialized experience is defined as progressively responsible experience, gained after completion of a Bachelor's Degree, in such fields as probation, pretrial services, parole, corrections, criminal investigations, or work in substance abuse/addiction treatment. Experience as a police, custodial, or security officer, without any criminal investigative experience, is not creditable. Also, any volunteer or unpaid internship experience is not considered creditable. Advanced academic degrees cannot be substituted for specialized experience.

**BACKGROUND INVESTIGATION, DRUG SCREENING, AND MEDICAL STANDARDS:**

U.S. Pretrial/Probation Officers transferring to another district are not required to undergo a medical examination, drug testing, or the initial OPM background investigation. However, all applicable standards for the background reinvestigation apply. The Chief U.S. Pretrial Services Officer of the receiving district may, at his or her discretion, request drug and/or medical testing be conducted if, through direct observation or objective evidence, finds an officer is unable to perform the essential job functions, as defined in the medical guidelines. Also, at the Chief's discretion, the most recent reinvestigation report completed on behalf of the officer may be examined.

**APPLICATION PROCEDURES:** Interested applicants must submit the following documents to the address below:

- Cover letter
- Resume
- Form AO 78 (Application for Judicial Branch Federal Employment)
- Applicant's two most recent performance evaluations
- Three professional references

Failure to submit the cover letter, resume, the AO-78, the last two performance evaluations or the three professional references will result in immediate disqualification. Incomplete applications will not be considered, retained or returned. Only one application per candidate will be accepted for this announcement.

Due to the potential volume of applications, the U.S. Pretrial Services Agency will only communicate with those individuals who will be invited for personal interviews.

Application materials may be mailed, faxed, hand delivered, or emailed to the attention of;

**Gina L. Faubion**  
Chief Pretrial Services Officer  
501 I Street, Suite 2400  
Sacramento, CA 95814  
(916) 930-4357 office  
(916) 930-4355 fax  
gfaubion@caept.uscourts.gov

**To Obtain a copy of the AO-78, Federal Judicial Branch Application for Employment**  
[www.uscourts.gov](http://www.uscourts.gov) or [www.google](http://www.google), type in AO-78

**CLOSING DATE:**  
**Applications received after May 14, 2012 will not be considered.**

**NOTE:** Neither reimbursement for travel associated with the selection process nor relocation expenses are authorized.

More than one position may be filled from this announcement.

This position is subject to mandatory participation in electronic fund transfer for payment of net pay.

This office will contact references listed by the final group of candidates and may contact former employers, whether listed as references or not, to seek information on past performance history.

United States Pretrial Services reserves the right to amend or withdraw any announcement without written notice to applicants. If a subsequent vacancy of the same position becomes available within a reasonable time of the original announcement, the Chief U.S. Pretrial Services Officer may elect to select a candidate from the original qualified applicant pool.

**\*\*\*THE U.S. PRETRIAL SERVICES AGENCY  
FOR THE EASTERN DISTRICT OF CALIFORNIA  
IS AN EQUAL OPPORTUNITY EMPLOYER\*\*\***